



# Non-Merit Job Vacancy Announcement

## **INTERNAL POLICY ANALYST III**

<b>Pay Grade:</b>	15	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	\$3,230.34 - \$4,280.10	<b>Work Schedule:</b>	Monday - Friday
<b>FLSA Designation:</b>	Non-Exempt	<b>Work Week:</b>	37.5 Hours

**Agency:** Department Of Military Affairs - Division Of Emergency Management  
**Work Address:** KHEAA Building, 100 Airport Road - 3<sup>rd</sup> Floor, Frankfort, KY  
**Work County:** Franklin

### **AGENCY COMMENTS:**

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r ).

### **DESCRIPTION OF JOB DUTIES:**

Provides direct support to the branch manager through the coordination and oversight of the work of personnel engaged in budget preparation, analysis and evaluation of management policies, procedures, legislative impact and research activities; provides technical coordination and oversight of grant specialists responsible for the analysis and evaluation of program budgeting, expenditures, program policies and procedures and requests of federal awards; coordinates and assists in the recovery budget preparation, implementation, analysis, monitoring and evaluation; monitors recovery expenditures and revenues, verifying accuracy, reliability, allowability and budget compliance; develops, implements and interprets policies regarding the oversight and management of contractual services; supports the emergency operations center during incidents and disaster activations; other duties as assigned.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in public or business administration, statistics, planning, accounting, economics or a related field will substitute for one year of the required experience.

**Substitute EXPERIENCE for EDUCATION:**

Professional experience in management, administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

None.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: 11/7/2016 )**

[Posted on: 10/26/2016 ]

Applicants must create a state application by clicking on the COS Website listed below. Once your application has been created, please email your state application to Crystal Simpson before the closing date listed on the job announcement.

\*\*\*\*Applicants will NOT apply online through the COS website.

COS Website

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

**Contact Name:** Crystal Simpson

**Contact Method:** 502-607-1541 or  
crystal.l.simpson10.nfg@mail.mil

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

